

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

**ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD  
PRIVATE BAG X7, ONDERSTEPOORT 0110**

From: Supply Chain Department  
Date: Jan 13 2025  
Tel: 012 522 1500  
Fax: N/A  
Email: purchasing@obpvaccines.co.za

To:  
Supplier:  
Tel:  
Fax:  
Email:

**Kindly provide the quotation for the following: RFQ/OBP479/2024/25**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
A company profile - that highlights 3 or more years' experience, capabilities and methodology in the search and in the successful placement of CFO's within the manufacturing industry.	
Managerial Experience -10 Years' Executive management experience as a CFO.	
Experience - At least 5 years manufacturing experience is compulsory.	
Detailed CVs of suitable qualified Candidates - report on all qualifying candidates' CVs received / obtained, to the Selection Panel on a date, time and place as specified by OBP	
Registered Chartered Accountant NQF 8 and registration with SAICA as a CA(SA). (certified copies not older than 6 months)	
CSD Report (With a Tax Compliant status that is current)	
Declarations SBD4 (Completed, signed & submitted)	

### **Evaluation of Price and Preference**

All Bids will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

<b>Preference Point allocation – 80/20</b>	
<b>Price / Preference</b>	<b>Weighting percentage</b>
<b>Preference:</b>	<b>20%</b>
<b>Price:</b>	<b>80 %</b>
<b>Total must equal:</b>	<b>100%</b>

<b>OBP Onderstepoort Biological Products will award preference points as follows: Specific Goal</b>	<b>Points</b>	<b>Evidence required</b>	<b>Yes/No</b>
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership	
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership	
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation.	
<b>Total points</b>	<b>20</b>		

**NB: Please note that if any of the above requirements is not submitted with the quote it will be an immediate disqualification.**

**TO APPOINT A SUPPLIER TO PROVIDE THE FOLLOWING ITEM/S OR SERVICE AS PER SCOPE BELOW.**

<b>Quantity</b>	<b>Product/Item Code</b>	<b>Specification</b>
8 Months	CFO Candidate	<p>The Chief Financial Officer is responsible for the provision of Financial and Cost Management, Financial Sustainability, Financial Reporting and Supply Chain Management to OBP, as well as the provision of strategic support to the CEO in the management of financial objectives. The role involves the preparation and implementation of the OBP Budget and Financial Plans aligned to OBP strategy; as well as serving as the internal and external audit process. The incumbent is also responsible for ensuring a sound investment management strategy and processes for the organisation. The incumbent further ensures compliance with accounting policies, standards, principles, all acts and other statutory requirements.</p> <p>REFER TO JOB PROFILE BELOW</p>

**Requirements from the supplier (To be used to select the contractor)**

- OBP therefore invite interested bidders to submit proposals to the company in accordance with the requirements as set out below:

Service to be provided:

- The successful bidder will be required to provide a dedicated resource to be based at the office of OBP in Onderstepoort, Pretoria North.
- The successful candidate will be placed at OBP and paid by OBP. OBP will place the recruiter their placement fee.
- The dedicated resource will report to the Chief Executive Officer and the Board.

- The dedicated resource shall be required to adhere to the company's office hours (07:30-16:00) Mondays to Fridays or as otherwise directed by the chief Executive Officer.
- Willing to accept extra responsibilities, projects and functions as delegated by the Chief Executive officer.
- Willing to work outside normal office hours as the entity is now approaching year end and the audit period, which requires remote work after hours or remote work on weekends.
- Please refer to the scope of work (below) and compulsory requirements (above) set out for this position.

NB. THE SUGGESTED CANDIDATE/S SHOULD BE AVAILABLE IMMEDIATELY

Requirements from SCM department:

- All bidders MUST register their company (in advance) on the NEW OBP's E-Procurement portal, the link can be found on the official OBP website under supply chain.
- Once bidders account registration is approved by the OBP Supply Chain, login credentials will be supplied, whereby bidders will be able to login and apply for opportunities.
- All open opportunities will reflect on the portal for bidders to part take in.
- All required company documents, proposed submissions or additional requirements MUST be upload wit you bid application.
- Any additional questions or Queries can be directed via email ([purchasing@obpvaccines.co.za](mailto:purchasing@obpvaccines.co.za)) or telephone (012 522 1500), note NO SUBMISSIONS WILL BE ACCEPTED via EMAIL.
- OBP reserves the right to cancel or re-advertise RFQ's (Request for quotes).

**Government Procurement: all quotations of goods and services are subject to the General conditions of Contract July 2010**

SBD 4

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of  
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legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

## 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

## 3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

#### Terms and Conditions:

- Submission should be no later than **(Jan 27 2025 15:00:00)**
- Please indicate your offer validity and lead time: \_\_\_\_\_
- All prices must be VAT exclusive, (Vat vendor please indicate as such) if no indication, prices will be evaluated as exclusive.

\_\_\_\_\_  
<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- Quotation must be on a company letter head and **strictly** on a PDF format (***Quotations sent on Word or Excel format will not be accepted.***)
- Supplier must register on or before any submission can be done , supplier number will be allocated to supplier.
- Submission and Quotations must be done online with all attachments required to be uploaded : any queries can be send to purchasing@obpvaccines.co.za
- **If no reply after 14 days of closing date your RFQ was unsuccessfully.**
- Please indicate if you are unable to quote and state the reason why
- Please note that fluctuations in the exchange rate (where applicable) will not be for the account of OBP.
- *Payment terms: 30 days after statement*
- *Bidders must be registered on CSD (Central Supplier Data Base National Treasury) and be tax complaint*
- **Government Procurement: all quotations of goods and services are subject to the General conditions of Contract July 2010**

*I agree that the offer herein shall remain binding upon me and open for acceptance by OBP during the validity period indicated.*

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Signature

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Date

No	Critical outputs	Responsibility
1.	Strategic Planning and Management	<ul style="list-style-type: none"> <li>• Contribute towards the development, implementation and monitoring of the OBP organisational strategy and objectives.</li> <li>• Develop, implement and monitor an Operations strategy for the division that is directly aligned with the organisational strategic objectives.</li> <li>• Create, communicate and implement a business plan that will enable the achievement of the divisional strategy.</li> <li>• Develop, implement, monitor and review OBP divisional policies and procedures as required.</li> <li>• Research area of focus and advise stakeholders on industry best practice policy and procedure standards and measures.</li> <li>• Ensure the divisional policies and procedures are aligned to the overall OBP policies and procedures.</li> <li>• Manage the selection and implementation of relevant systems, frameworks and initiatives that ensure delivery in line with the legislative framework and organisational objectives of OBP.</li> </ul>
2.	Financial Management and Reporting	<ul style="list-style-type: none"> <li>• Provide strategic input and advice to the CEO and Board on the formulation of divisional budgets and forecasts.</li> <li>• Lead the formulation of annual budgets on behalf of the division for CEO approval.</li> <li>• Oversee the division's relevant departmental budgets to ensure alignment to the organisation's revenue and efficiency objectives.</li> <li>• Ensure the costs are contained while maintaining high levels of impact and performance.</li> </ul>

		<ul style="list-style-type: none"> <li>• Lead the development of best practices to achieve the larger Operational financial goals.</li> <li>• Responsible for overseeing that all organisational assets are managed and maintained to the company's standards.</li> <li>• Lead the compilation and presentation of annual financial statements.</li> <li>• Manage and ensure the publishing of the annual financial statements for use by shareholders and other stakeholders.</li> <li>• Lead the compilation, submission and presentation of quarterly and annual reports.</li> <li>• Manage the formulation, submission and presentation of reporting templates.</li> <li>• Ensure that annual financial statements comply with GAAP and other legislative requirements in terms of the Public Finance Management Act, Companies Act, IFRS and Taxation Act.</li> <li>• Compilation, submission and presentation of Board reports for submission quarterly.</li> <li>• Present company results to the Board, Parliament and stakeholders according to the relevant frameworks.</li> </ul>
3	People Management	<ul style="list-style-type: none"> <li>• Lead the implementation of strategic targets, performance management, and the required cascading of performance objectives in order to drive operational success.</li> <li>• Responsible for the overall leadership, direction and development of all staff within the division.</li> <li>• Maintain a professional environment that sets the example for the business by living the OBP values every day.</li> <li>• Inspire continuous focus on improving overall productivity through engagement with employees.</li> </ul>



		<ul style="list-style-type: none"> <li>• Ensure the creation of an environment where staff are developed, engaged and successfully retained.</li> <li>• Lead and guide the determination of staffing requirements and overseeing all personnel processes for the division, such as staff development, mentoring, coaching, recruitment and engagement.</li> </ul>
4	Financial Planning, Budgeting, Controls and Services	<ul style="list-style-type: none"> <li>• Lead the financial Planning and Budgeting for the OBP and set budgetary guidelines.</li> <li>• Liaise with shareholders and stakeholders i.e. Department of Agriculture, National Treasury and the Parliamentary Agricultural Portfolio Committee in respect of corporate plans, budgets, financial forecasts, borrowing plans and annual financial reports.</li> <li>• Ensure the design, implementation and maintenance of a sound system of control to safeguard company assets.</li> <li>• Ensure the implementing audit recommendations to minimise financial and business risk.</li> <li>• Formulate and develop financial policies in compliance with accounting principles and other legislative requirements (e.g. treasury regulations) to support the business strategy.</li> <li>• Ensure that the accounting system is managed and controlled.</li> <li>• Ensure that the accounting system complies with reporting standards and that relevant access to users is in place.</li> <li>• Lead the management and provision of Supply Chain Management.</li> <li>• Lead expenditure management.</li> <li>• Lead the provision of Asset Management.</li> <li>• Ensure and manage payroll Administration.</li> <li>• Lead Cost Management.</li> <li>• Lead Revenue Management.</li> </ul>

		<ul style="list-style-type: none"> <li>• Develop and implement fund investment policies or strategies.</li> <li>• Ensure that capital investments are delivered within budget in terms of their envisaged estimated total cost; and ensure the implementation of the financial risk management strategy.</li> <li>• Manage investment funds to maximize return on OBP investments.</li> <li>• Select specific investments or investment mixes for purchase by an investment fund.</li> <li>• Monitor financial or operational performance of individual investments to ensure portfolios meet risk goals.</li> <li>• Select or direct the execution of trades and manage foreign exchange related transactions.</li> <li>• Establish and obtain alternative sources of funds to cover funding shortfalls.</li> <li>• Ensure accurate submission of SARS returns</li> <li>• Accurate recording of revenue</li> <li>• Timeous collection of outstanding debtors accounts</li> <li>• Management of working Capital</li> </ul> <p>Coordinate output of reports and/or approvals of request by management</p>
5	Investment Management	<ul style="list-style-type: none"> <li>• Develop and implement fund investment policies or strategies.</li> <li>• Ensure that capital investments are delivered within budget in terms of their envisaged estimated total cost; and ensure the implementation of the financial risk management strategy.</li> <li>• Manage investment funds to maximize return on OBP investments.</li> <li>• Select specific investments or investment mixes for purchase by an investment fund.</li> </ul>

		<ul style="list-style-type: none"> <li>• Monitor financial or operational performance of individual investments to ensure portfolios meet risk goals.</li> <li>• Select or direct the execution of trades and manage foreign exchange related transactions.</li> <li>• Establish and obtain alternative sources of funds to cover funding shortfalls.</li> </ul>
6	Audit Oversight Management	<ul style="list-style-type: none"> <li>• Implement initiatives to achieve unqualified audits.</li> </ul>
7	Stakeholder Management	<ul style="list-style-type: none"> <li>• Lead the identification and mitigation of internal systems and procedural barriers to enhance excellent customer service.</li> <li>• Develop divisional service standards</li> <li>• Stakeholder identification and prioritisation.</li> <li>• Build and maintain effective internal and external strategic stakeholder relationships for the purpose of expectations management, knowledge sharing and integration, and to manage the organisation's reputation.</li> <li>• Provide for the creation and maintenance of mutually beneficial relationships with all relevant stakeholders at the highest level by ensuring that all partner obligations are met, and expectations exceeded.</li> <li>• Represent and participate in the organisation's executive committees and task teams when required.</li> <li>• Lead, chair and attend meetings and present findings and business cases to relevant strategic stakeholders when required.</li> <li>• Lead the management and resolution of complaints through timely resolution and/or escalation as required.</li> <li>• Direct the evaluation of services related to contracts with external service providers to ensure delivery of required service(s) are met and meets the required standard.</li> </ul>

8 .	Risk and Compliance Management	<ul style="list-style-type: none"> <li>• Advise and contribute towards the mitigation of the overall risk profile of OBP.</li> <li>• Manage the divisional risk register.</li> <li>• Lead the mitigation of the division's risk profile through timeous identification of internal and external factors, the application of fraud controls and risk prevention principles, and implementing of sound governance and compliance processes and tools to identify and manage risks.</li> <li>• Lead the coordination and maintenance of strategic quality risk management in line with regulatory requirements.</li> <li>• Oversee the implementation of compliance with policies and procedures aimed at strengthening the OBP reputation and stakeholder interface.</li> <li>• Ensure the continuous monitoring of changes in the regulatory environment and that appropriate controls are implemented to address new requirements across the division.</li> <li>• Ensure the support and provision of evidence to all internal and external audit requirements.</li> <li>• Lead the maintenance and enforcement of related Service Level Agreements to minimise business risk and ensure business continuity.</li> <li>• Ensure adherence in the team to all relevant legislation, including internal policies and procedures throughout the organisation.</li> <li>• Lead the maintenance and enforcement of related Service Level Agreements to minimise business risk and ensure business continuity.</li> <li>• Ensure adherence in the team to all relevant legislation, including internal policies and procedures throughout the organisation.</li> </ul>
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